BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU

ANGMS 1100CC
31 March 1995

SUPPORT SERVICES
Combat Communications Squadron

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1. **Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements,* formerly designated as AFR 8-10, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower requirement to accomplish the tasks described in the work center description for varying levels of workload volume within the Support Services work center.

2. **Authority.** The AFI 37-series (formerly designated as the 0-, 4-, 10-, 12-series) and AFI 36-series (formerly designated AFR 30-series) of Air Force and/or Air National Guard (ANG) directives contain command policy and procedural guidance for the Support Services function. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes,* formerly AFR 25-5.

3. **Applicability:**

a. This standard applies to all ANG Combat Communications Squadrons authorized a Support Services work center, FAC 1100CC, except as noted below:

(1) 114 CCSQ, Jacksonville FL
(2) 118 CCSQ, Badin NC
(3) 176 CCSQ, Anchorage AK
(4) 205 CCSQ, Lexington KY
(5) 285 CCFT, St. Croix VI

b. This standard applies to peacetime operations onlv.

4. **Standard Data:**

a. Classification. Type II.
b. Approval Date. 16 June 1994.
c. Man-hour Data Source. Operational Audit (historical record and technical estimate techniques).
d. Standard Man-hour Equation. $Y = \frac{X}{0.2821 + 0.0009163X}$
e. Workload Factor (WLF):
(1) Title. A Traditional Guardsman Authorized.
(2) Definitions. The total number of military authorizations supported.
(3) Source. Extended Unit Manpower Document maintained by ANGRC/XPMRF.

5. **Application Instructions:**

a. The valid man-hour range for this ANGMS is 266.94 through 581.89. Extrapolation limits represent the upper and lower man-hour values that bind the applicability range. These limits represent the maximum amount the equation can be extended.

b. Manual Application:

(1) Determine the correct value for the WLF identified in paragraph 4e above. Substitute this value for the value of X in the man-hour equation identified in paragraph 4d. For the 274 CCSQ, include 106 CE FLT and 213 EIS authorizations in WLF count.

(2) Determine Geographically Separated Unit (GSU) additive man-hours by applying the appropriate equation from ANGMS GSUADD.CC. Add these man-hours to the standard man-hours computed in paragraph 5.b.(1) for each GSU unit. This represents the total required man-hours.

OPR: ANGRC/XPME (Ms. D. Reamy)

Certified by: NGB/CF (Col P. S. Kimmel)
Pages: 20/Distribution: F, X

(3) Divide the total required man-hours by the appropriate civilian Man-hour Availability Factor (MAF) to determine the total manpower requirements. For the 274 CCSQ, this represents the total installation's Support Services manpower requirements.

c. Automated Application:

(1) Hardware/Software Requirements:

(a) IBM compatible computer with 80386 microprocessor.
(b) Lotus 123 Release 3.
(c) Lotus 123 File, COMBAT.WK3.

(2) First load the Lotus 123R3 file, "COMBAT.WK3." From the menu, select "Enter Workload Data." Next enter the total number of traditional guardsmen authorized for each unit. The program will calculate the standard and GSU additive man-hours. The total required man-hours/manpower will be automatically allocated to each unit. For the 274 CCSQ, this represents the total installation's Support Services manpower requirements. On-screen instructions are provided to assist with saving and printing data.

d. Refer to the Standard Manpower Table, AF Form 1113, to determine specific Air Force specialties.

6. Statement of Conditions. The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:

a. Minimum response rates.
b. Minimum manpower levels.
c. Standardized crew complements.
d. Safety considerations.
e. Aircraft turn-around time.
f. Length of waiting periods.
g. Levels of backlog.
h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
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2 Attachments
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

Support Services

DIRECT:

1. ADMINISTRATION:

1.1. TYPES CORRESPONDENCE OR FORM:

1.1.1. TYPES LETTER.

1.1.2. TYPES MESSAGE.

1.1.3. TYPES REPORT.

1.1.4. TYPES PLAN, SCHEDULE, OR ROSTER.

1.1.5. TYPES CIVILIAN POSITION DESCRIPTION.

1.1.6. TYPES CIVILIAN PERFORMANCE PLAN.

1.1.7. TYPES CIVILIAN PERFORMANCE REPORT.

1.1.8. TYPES ENDORSEMENT TO CIVILIAN EVALUATION.

1.1.9. TYPES CIVILIAN AWARD.

1.1.10. TYPES ENLISTED PERFORMANCE REPORT (EPR).

1.1.11. TYPES OFFICER PERFORMANCE REPORT (OPR).

1.1.12. TYPES OFFICER/ENLISTED DECORATION.

1.1.13. TYPES STATISTICAL DATA.

1.1.14. TYPES UNIT AWARD SUBMISSION. Types Outstanding Unit Award; Officer, Airman, and Noncommissioned Officer of the Quarter/Year nomination, etc.

1.2. ARRANGES TRAVEL:

1.2.1. PREPARES/PROCESSES TRAVEL ORDER:

1.2.1.1. RECEIVES AND REVIEWS REQUEST FOR ORDER.

1.2.1.2. PREPARES ORDER.

1.2.1.3. DISTRIBUTES ORDER.

1.2.1.4. MAINTAINS ORDER RECORD:

1.2.1.4.1. FILES ORDER.

1.2.1.4.2. LOGS ORDER.

1.2.2. ARRANGES TRAVEL AND/OR BILLETING.

1.2.3. PICKS UP TRAVEL ORDER AND REQUIRED TICKET.

1.2.4. AMENDS, RESCINDS, OR REVOKES PUBLISHED ORDER.

1.2.5. CANCELS TRAVEL AND/OR BILLETING.

1.2.6. LOGS AMENDMENT, RESCISSION, OR REVOCATION ORDER.

1.2.7. FILES AMENDMENT, RESCISSION, OR REVOCATION ORDER.

1.3. PROCESSES UNCLASSIFIED DISTRIBUTION:

1.3.1. PROCESSES INCOMING DISTRIBUTION. Picks up distribution, receives and opens envelope, reviews for required action, and marks and routes distribution. Picks up message at communications center and distributes.

1.3.2. PROCESSES OUTGOING DISTRIBUTION. Obtains envelope or bulk mailing container; places outgoing correspondence in envelope or container; affixes outside address, return address, and postage; places in outbound receptacle or delivers to pick-up point.

1.4. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

1.4.1. ESTABLISHES FILE. Researches new regulation, amends file plan, prepares file control label, and prepares new file folder.

1.4.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

1.4.3. FILES CORRESPONDENCE. Files correspondence from receipt of material through marking, sorting, classifying, and inserting in file. Removes correspondence for reference, researches, and refiles correspondence.

1.4.4. INSPECTS CORRESPONDENCE FILE/REVIEWS FOR DISPOSAL. Inspects unclassified correspondence file in accordance with AFPAM 37-123, *Management of Records*. Separates active file from inactive, prepares material for transfer to staging area, and stores material for disposal.

1.4.5. DISPOSES OF RECORD. Disposes of material within the work center in accordance with AFI 37-138, *Records Disposition--Procedures and Responsibilities.*

1.4.6. MAINTAINS SUSPENSE FILE. Determines need for and establishes suspense date, monitors status, and annotates completed action.

1.5. MANAGES PUBLICATION FILE:

1.5.1. REVIEWS BULLETIN. Reviews Publishing Bulletin, ensures required item released for distribution has been received, and notifies base Publications Distribution Office (PDO) of nonreceipt when necessary. Corrects Automated Publications Management Program (APMP) data base as necessary.

1.5.2. MAINTAINS INDEX. Updates index with new publication or publication change.

1.5.3. ORDERS PUBLICATION. Reviews and verifies request for publication, prepares and processes request, or inputs data request into APMP. Files record copy.

1.5.4. REQUESTS FOLLOW-UP/TRACER ACTION. Completes follow-up/tracer action on backorder item and forwards to PDO.

1.5.5. FILES NEW, UPDATED, OR RECURRING PUBLICATION. Receives, reviews, and files publication.

1.5.6. POSTS AND FILES SUPPLEMENT OR CHANGE. Posts and files supplement or change to existing publication.

1.5.7. CONDUCTS REQUIRED INVENTORY. Conducts inventory of publication library and corrects APMP data base if necessary.

1.5.8. ADVISES OF MAJOR CHANGE/RECEIPT. Advises management of major change or receipt of publication affecting operation.

1.6. MAINTAINS BLANK FORM STOCK. Determines requirement, prepares request, and forwards to PDO. Receives, distributes, and files form. Requisitions and maintains accountable form, disposes of obsolete form, and removes and deletes unneeded form.

1.7. MANAGES UNIT RECORDS MANAGEMENT PROGRAM:

1.7.1. MAINTAINS AF FORM 80, FILES MAINTENANCE AND DISPOSITION PLAN, FOR EACH OFFICE OF RECORD.

1.7.2. PERFORMS STAFF ASSISTANCE VISIT (SAV) TO UNIT OFFICE OF RECORD.

1.7.3. PROVIDES GUIDANCE TO WORK CENTER PERSONNEL.

1.7.4. MAKES RECORDS INFORMATION MANAGEMENT SYSTEM CHANGE TO AF FORM 80.

1.7.5. MONITORS AND COORDINATES CHANGE IN GOVERNING REGULATION REGARDING RECORDS MANAGEMENT WITH AFFECTED OFFICE OF RECORD.

1.8. MAINTAINS PERSONNEL TIME AND ATTENDANCE RECORD:

1.8.1. PROCESSES CIVILIAN LEAVE ACTION:

1.8.1.1. PROCESSES CIVILIAN LEAVE FORM. Receives and files civilian leave form.

1.8.1.2. ANNOTATES AF FORM 1278, TIME AND ATTENDANCE FORM. Records information on form, obtains initial and authorized signature, and forwards to appropriate agency.

1.8.2. PROCESSES MILITARY LEAVE ACTION:

1.8.2.1. PROCESSES AF FORM 988, LEAVE REQUEST/AUTHORIZATION.

1.8.2.2. MAINTAINS LEAVE RECORD.

1.9. ORDERS OFFICE SUPPLY AND EQUIPMENT:

1.9.1. DETERMINES ITEM REQUIREMENT.

1.9.2. ORDERS STOCK LISTED ITEM.

1.9.3. ORDERS LOCAL PURCHASE ITEM.

1.9.4. RECEIVES SUPPLY AND EQUIPMENT.

1.9.5. STORES EXPENDABLE SUPPLY.

1.10. OPERATES COPIER/FACSIMILE MACHINE:

1.10.1. OPERATES OFFICE COPYING MACHINE. Travels to copying machine, makes copy, annotates log, collates copy, and returns to work area.

1.10.2. PROCESSES INCOMING/OUTGOING FACSIMILE PRODUCT.

1.11. MAINTAINS OFFICE EQUIPMENT. Performs daily user maintenance, arranges for service, and maintains usage log/count for rental equipment.

1.12. MANAGES OFFICE COMMUNICATION:

1.12.1. POSTS WALL CHART OR BULLETIN BOARD. Sorts, arranges, erases, and removes existing data; posts new data to wall chart or bulletin board.

1.12.2. INITIATES OR RECEIVES TELEPHONE CALL. Initiates or receives official telephone call. Transfers call to appropriate individual, takes message, or researches requested information and provides response.

1.12.3. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

2. TRAINING:

2.1. MANAGES FORMAL ENLISTED SPECIALTY TRAINING:

2.1.1. MANAGES CAREER DEVELOPMENT COURSE (CDC):

2.1.1.1. ORDERS CDC.

2.1.1.2. RECEIVES CDC PACKAGE. Reviews package to ensure proper course was received and contents are complete.

2.1.1.3. ISSUES CDC. Issues CDC material to the supervisor and trainee; briefs supervisor and trainee on proper use of CDC material.

2.1.1.4. VERIFIES REQUEST FOR EXTENSION. Verifies and forwards request for CDC enrollment extension to Extension Course Institute; notifies supervisor of decision.

2.1.1.5. ADJUSTS COMPLETION DATE. Adjusts CDC estimated completion date when notified by supervisor of change.

2.1.1.6. ENSURES ELIGIBLE AIRMEN ARE ENTERED INTO UPGRADE TRAINING (UGT):

2.1.1.6.1. NOTIFIES WORK CENTER SUPERVISOR WHEN CDC IS NOT AVAILABLE.

2.1.1.6.2. ENSURES AIRMAN RENDERED INELIGIBLE IS REMOVED FROM CDC TRAINING.

2.1.1.6.3. IDENTIFIES PERSONNEL IN CDC TRAINING NOT LATER THAN 30 DAYS PRIOR TO REACHING MAXIMUM TRAINING TIME.

2.1.1.6.4. REVIEWS MONTHLY ENLISTED SPECIALTY TRAINING ROSTER. Reviews training roster for accuracy and returns corrected copy to Consolidated Base Personnel Office (CBPO) Training Manager.

2.1.1.6.5. ENSURES ACCURACY OF CDC DATA INPUT INTO AUTOMATED PERSONNEL DATA SYSTEM, CORE AUTOMATED MAINTENANCE SYSTEM (CAMS), OR CDC COMPUTER PROGRAM.

2.1.1.7. PERFORMS CDC TEST CONTROL OFFICE (TCO) FUNCTION. Maintains TCO account of controlled forms/tests.

2.1.1.8. ADMINISTERS END-OF-COURSE EXAMINATION.

2.1.1.9. ENSURES THAT ENLISTED SPECIALTY TRAINING INFORMATION ON CDC POLICY AND PROCEDURE IS ACCURATE AND CURRENT.

2.1.1.10. PROVIDES ADVICE AND ASSISTANCE TO UNIT PERSONNEL CONCERNING CDC MATTER.

2.1.1.11. MEETS WITH BASE, HOST, OR GROUP, TRAINING AND PERSONNEL TO REVIEW TRAINEE'S PROGRESSION.

2.1.2. MANAGES ON-THE-JOB (OJT) TRAINING:

2.1.2.1. MONITORS TRAINEE PROGRESSION. Monitors trainee's progress and identifies problem. Establishes and monitors upgrade suspense action.

2.1.2.2. PROVIDES ASSISTANCE. Provides assistance and makes recommendation to unit personnel on training matters.

2.1.2.3. OBTAINS TRAINING MATERIAL. Orders or develops formal training material.

2.1.3. PREPARES AF FORM 2096, CLASSIFICATION/ON-THE-JOB TRAINING ACTION, AFFECTING AIR FORCE SPECIALTY CODE (AFSC) OR UGT STATUS. Ensures eligibility and completion of training requirement.

2.1.4. PREPARES OPERATING PROCEDURE FOR UNIT LEVEL FORMAL UPGRADE TRAINING PROGRAM.

2.1.5. PREPARES UNIT TRAINING EVALUATION REPORT FOR USE OF EACH SUPERVISOR WITHIN UNIT.

2.2. MANAGES PROFESSIONAL MILITARY EDUCATION (PME), SPECIAL TRAINING, AND FORMAL SCHOOL (AFSC) TRAINING:

2.2.1. VERIFIES ELIGIBILITY OF APPLICANT.

2.2.2. **MONITORS INDIVIDUAL'S WEIGHT.** Ensures each individual departing for school is in compliance with the weight management program.

2.2.3. **PREPARES AND PROCESSES APPLICATION FOR FORMAL TRAINING.**

2.2.4. **PREPARES ORDER FOR FORMAL TRAINING.**

2.2.5. **BUDGETS FORMAL SCHOOL AND WORKDAY.**

2.2.6. **ATTENDS FORMAL SCHOOL AND WORKDAY MEETING.**

2.2.7. **NOTIFIES INDIVIDUAL AND WORK CENTER SUPERVISOR OF SCHOOL QUOTA SELECTION.**

2.2.8. **BRIEFS DEPARTING PERSONNEL:**

2.2.8.1. **BRIEFS PERSONNEL ON LEAVE POLICY, CLOTHING REQUIREMENT, ETC.**

2.2.8.2. **ENSURES UNIT CLEARANCE HAS BEEN ACCOMPLISHED BY PERSONNEL, FINANCE, TRAFFIC MANAGEMENT OFFICE, AND THE SQUADRON.**

2.2.9. **MONITORS INDIVIDUAL'S PROGRESS WHILE ATTENDING FORMAL TRAINING.**

2.2.10. **MAINTAINS FORMAL SCHOOL FOLDER.**

2.3. **MANAGES TRAINING SCHEDULE:**

2.3.1. **SCHEDULES TRAINING OR TESTING.** Reviews request, roster, or other data to identify personnel requiring training or testing. Coordinates training and/or testing and notifies appropriate personnel.

2.3.1.1. **SCHEDULES END-OF-COURSE EXAMINATION.**

2.3.1.2. **SCHEDULES AIR FORCE READING ABILITIES TEST.**

2.3.1.3. **SCHEDULES ENLISTED SPECIALTY TRAINING ADVISORY COURSE.**

2.3.1.4. **SCHEDULES ANCILLARY TRAINING.**

2.3.1.5. **SCHEDULES GROUP/HOME STATION MOBILITY TRAINING.**

2.3.1.6. **SCHEDULES MUNITIONS CUSTODIAN TRAINING.**

2.3.1.7. **COORDINATES FIELD TRAINING DETACHMENT MAINTENANCE TRAINING FOR NEW EQUIPMENT.**

2.3.1.8. **COORDINATES AIR FORCE INSTITUTE OF TECHNOLOGY TRAINING CLASS.**

2.3.1.9. **SCHEDULES OTHER TRAINING OR TESTING.**

2.4. **PREPARES UNIT TRAINING ASSEMBLY (UTA) TRAINING MATERIAL.**

2.5. **PREPARES FOR AND TEACHES ENLISTED SPECIALTY TRAINING ADVISORY COURSE:**

2.5.1. PREPARES FOR AND TEACHES COMMANDER/STAFF OFFICER, ENLISTED SPECIALTY TRAINING FAMILIARIZATION (GENERAL) COURSE.

2.5.2. PREPARES FOR AND TEACHES INSTRUCTIONAL SYSTEMS DEVELOPMENT APPLIED TO THE WORK CENTER COURSE.

2.5.3. PREPARES FOR AND TEACHES TRAINING THE TRAINER COURSE.

2.5.4. PREPARES FOR AND TEACHES SUPERVISOR ENLISTED SPECIALTY TRAINING COURSE.

2.6. PERFORMS SAV:

2.6.1. CONDUCTS SAV:

2.6.1.1. DEVELOPS SAV SCHEDULE.

2.6.1.2. CONDUCTS ANNUAL FORMAL OJT SAV:

2.6.1.2.1. COORDINATES VISIT.

2.6.1.2.2. TRAVELS TO AND FROM WORK CENTER.

2.6.1.2.3. REVIEWS TRAINING DOCUMENTATION.

2.6.1.2.4. ASSESSES QUALITY OF TRAINING.

2.6.1.2.5. PREPARES REPORT OF VISIT.

2.6.1.2.6. PERFORMS FOLLOW-UP VISIT.

2.6.2. CONDUCTS INFORMAL ASSISTANCE VISIT. Travels to appropriate section, conducts an informal assistance visit, and prepares a memorandum for record.

2.7. PERFORMS TRAINING INFORMATION MANAGEMENT:

2.7.1. MAINTAINS UNIT TRAINING INFORMATION. Compiles training information, develops statistics, and determines trend.

2.7.2. COORDINATES AND PROCESSES AF FORM 2096 FOR SHREDOUT OR SPECIAL EXPERIENCE IDENTIFIER (SEI). Coordinates and processes AF Form 2096 that adds/deletes shredout or SEI.

2.7.3. ENSURES ACCURACY OF PERSONNEL DATA SYSTEM INPUT OTHER THAN CDC.

2.7.4. PROCESSES REQUEST FOR WAIVER OF MANDATORY REQUIREMENT FOR AWARD OF AFSC.

2.7.5. MAINTAINS PERSONNEL TRAINING DATA:

2.7.5.1. PROVIDES COPY OF MONTHLY OJT ROSTER TO WORK CENTER.

2.7.5.2. MAINTAINS, PUBLISHES, AND DISTRIBUTES MONTHLY OJT STATISTICS. Forwards statistics to host/group training office.

2.7.6. PREPARES NEW TRAINING RECORD.

2.7.7. PREPARES AND SUBMITS AF FORM 1284, TRAINING QUALITY REPORT.

2.7.8. CONDUCTS NON-UTA OJT MEETING:

2.7.8.1. SCHEDULES MEETING. Schedules facility and notifies personnel.

2.7.8.2. PREPARES AGENDA. Gathers information and prepares agenda.

2.7.8.3. CONDUCTS MEETING. Disseminates pertinent information and collects attendance.

2.7.8.4. DOCUMENTS MEETING. Prepares and disseminates minutes.

2.7.9. CONDUCTS INTERNAL SELF-ASSESSMENT INSPECTION AND PROVIDES REPORT TO THE COMMANDER.

2.8. MANAGES ANCILLARY TRAINING:

2.8.1. SCHEDULES CLASSROOM ASSIGNMENT.

2.8.2. ENSURES UNIT DATA SYSTEM IS UPDATED.

2.9. SUBMITS HIGHER HEADQUARTERS TRAINING REQUIREMENT:

2.9.1. VALIDATES WORK CENTER TRAINING REQUIREMENT.

2.9.2. CONSOLIDATES AND SUBMITS ANNUAL TRAINING REQUIREMENT.

2.9.3. REQUESTS SUBSTITUTION TO PREVIOUSLY ALLOCATED QUOTA.

2.9.4. CANCELS PREVIOUSLY ALLOCATED QUOTA.

2.9.5. MONITORS QUOTA ALLOCATION PROCESS.

2.10. MANAGES UNIT TRAINING:

2.10.1. PREPARES MASTER TRAINING PLAN FOR UNIT.

2.10.2. ADJUSTS MASTER TRAINING PLAN AS NEEDED.

3. PERSONNEL:

3.1. PERFORMS PERSONNEL ADMINISTRATION:

3.1.1. MONITORS ENLISTED PERFORMANCE REPORT. Establishes suspense; monitors suspense; reviews for continuity and accuracy; corrects minor error; initials; forwards to the CBPO; and clears suspense.

3.1.2. CONTROLS RECOMMENDATION FOR DECORATION:

3.1.2.1. CONTROLS DECOR I, DECORATION SUBMISSION CONSIDERATION. Receives DECOR I from CBPO; suspenses DECOR I action; acquires commander's concurrence or nonconcurrence; forwards to supervisor; receives from supervisor; logs action dates on suspense slip; and forwards to CBPO.

3.1.2.2. CONTROLS DECOR VI, RECOMMENDATION FOR DECORATION. Receives DECOR VI from CBPO; suspenses DECOR VI action; forwards to supervisor; reviews for quality control of narrative; logs action dates on suspense slip; and forwards to CBPO.

3.1.3. PROCESSES INCOMING OR OUTGOING PERSONNEL:

3.1.3.1. PROCESSES INCOMING PERSONNEL. Logs newly arrived individual onto Alpha Roster; assigns individual to duty section and annotates phone number; creates a Personal Information File (PIF) and files order in PIF; briefs individual on in-processing checklist; notifies individual of CBPO in-processing date; notifies supervisor of individual's arrival; and files checklist in PIF.

3.1.3.2. PROCESSES OUTGOING PERSONNEL. Removes individual from roster; terminates the PIF; verifies documentation; annotates checklist; and forwards documentation to appropriate agency.

3.1.4. MANAGES RESCHEDULED UNIT TRAINING ASSEMBLY (RUTA) ATTENDANCE:

3.1.4.1. MAINTAINS/ANNOTATES NGB FORM 633, ATTENDANCE ROSTER, AND FORWARDS TO APPROPRIATE AGENCY.

3.1.4.2. VERIFIES RUTA ATTENDANCE IS WITHIN RESTRICTIONS OF NGR (AF) 50-1, MANAGEMENT OF ACTIVE AND INACTIVE DUTY FOR TRAINING AND OPERATIONAL SUPPORT WITHIN THE AIR NATIONAL GUARD.

3.1.4.3. CERTIFIES NGB FORM 105-A-R, AUTHORIZATION FOR INDIVIDUAL INACTIVE DUTY TRAINING, FOR UTA MAKEUP.

3.1.4.4. MONITORS UTA ATTENDANCE/MAKE UP. Monitors attendance/make up and initiates action for nonparticipation.

3.1.4.4.1. PREPARES CERTIFIED LETTER OF NOTIFICATION OF NONPARTICIPATION AND FORWARDS COPY TO SUPERVISOR AND CBPO.

3.1.4.4.2. MAINTAINS CASE FILE.

3.1.5. PROCESSES SELECTIVE RETENTION ACTION:

3.1.5.1. REVIEWS SELECTIVE RETENTION ROSTER FROM CBPO.

3.1.5.2. COORDINATES ACTION WITH COMMANDER.

3.1.5.3. PREPARES LETTER TO SUPERVISOR OF INDIVIDUAL ON ROSTER.

3.1.5.4. PREPARES NGB FORM 27, FEDERAL RETENTION EVALUATION/RECOMMENDATION. Initiates NGB Form 27; forwards to supervisor; receives from supervisor; types form; and obtains signatures.

3.1.5.5. PROCESSES ROSTER. Annotates roster, attaches documentation, and forwards to CBPO.

3.1.6. MANAGES PERSONNEL ACTION. Reviews and coordinates action; prepares appropriate form; updates applicable roster; and forwards to CBPO.

3.1.6.1. COORDINATES ASSIGNMENT ACTION WITH CBPO.

3.1.6.2. COORDINATES DUTY STATUS CHANGE WITH CBPO.

3.1.6.3. MONITORS PHYSICAL PROFILE CHANGE. Reviews, distributes, and files physical profile change.

3.1.6.4. VERIFIES EMPLOYMENT STATUS. Evaluates request and releases information when warranted.

3.1.7. PROVIDES ASSISTANCE. Counsels unit member with a personnel problem; determines nature of problem; assists member in arriving at a solution or alternate course of action; and refers member to proper agency to obtain assistance.

3.2. MANAGES CAREER DEVELOPMENT:

3.2.1. PREPARES AF FORM 173, RECORD OF CAREER COUNSELING AND CAREER INTENT.

3.2.2. PROCESSES REENLISTMENT/EXTENSION OF ENLISTMENT ACTION. Coordinates determination of retention suitability, prepares and/or indorses associated documentation, and forwards to appropriate agency.

3.2.3. PROCESSES PROMOTION ACTION. Reviews appropriate roster; verifies eligibility; prepares documentation; and forwards to CBPO.

3.2.4. PROCESSES RETRAINING REQUEST.

3.3. MANAGES QUALITY FORCE ACTION:

3.3.1. PROCESSES NONJUDICIAL ACTION:

3.3.1.1. PROCESSES CERTIFICATION OF LINE OF DUTY DETERMINATION.

3.3.1.2. PROCESSES ON-BASE TRAFFIC TICKET.

3.3.1.3. PROCESSES DISHONORED CHECK.

3.3.1.4. PROCESSES LETTER OF INDEBTEDNESS.

3.3.1.5. PROCESSES LETTER OF REPRIMAND.

3.3.1.6. PROCESSES ADMINISTRATIVE DEMOTION.

3.3.2. PROCESSES OFFICER PERFORMANCE REPORT RATEE/RATER INFORMATION ROSTER.

3.4. PERFORMS UNIT PERSONNEL ADMINISTRATION (NON-UTA):

3.4.1. COORDINATES COMMANDER'S CALL PROGRAM:

3.4.1.1. PROVIDES INPUT FOR AGENDA.

3.4.1.2. COORDINATES COMMANDER'S CALL. Arranges time, location, attendees, and special equipment requirements.

3.4.2. MANAGES PHYSICAL FITNESS PROGRAM:

3.4.2.1. ADMINISTERS ANNUAL PHYSICAL FITNESS MAKE UP TEST. Schedules test; annotates result on squadron roster, evaluates time; and identifies failure.

3.4.2.2. CONDUCTS WEIGHT CHECK. Weighs individual; evaluates weight; and annotates result on squadron roster, assignment or PME notification brief.

3.4.2.2.1. CONDUCTS WEIGHT CHECK UPON ASSIGNMENT NOTIFICATION.

3.4.2.2.2. CONDUCTS WEIGHT CHECK UPON REQUEST BY COMMANDER.

3.4.2.3. CONDUCTS BODY FAT MEASUREMENT (BFM). Measures individual, annotates result, identifies failure, and places failed individual on weight control program.

3.4.3. ADMINISTERS WEIGHT CONTROL PROGRAM:

3.4.3.1. ESTABLISHES OR UPDATES CASE FILE ON AF FORM 393, INDIVIDUAL RECORD FOR WEIGHT MANAGEMENT AND FITNESS IMPROVEMENT TRAINING PROGRAMS, AND PRIVACY ACT STATEMENT.

3.4.3.2. CONDUCTS PERIODIC BFM MAKEUP. Measures individual and annotates result.

3.4.3.3. FORWARDS DOCUMENTATION. Forwards AF Form 393 to CBPO upon notification of conditional release.

3.4.3.4. REVIEWS ROSTER. Reviews weight management roster for accuracy, makes appropriate correction, and returns to CBPO.

3.4.4. ACTS AS UNIT WORKDAY CONTROL MONITOR:

3.4.4.1. PREPARES LETTER REQUESTING WORKDAYS.

3.4.4.2. COORDINATES WITH BASE WORKDAY MONITOR ON UNIT WORKDAY BALANCE.

3.4.4.3. MONITORS STATUS AND FOLLOWS UP.

3.4.4.4. BRIEFS COMMANDER ON WORKDAY AVAILABILITY. Briefs commander on availability of workdays for annual training, special training, proficiency training, exercises, and unit training preparation period assembly training.

3.4.4.5. COORDINATES WITH APPROPRIATE WORK CENTER.

3.4.4.6. COORDINATES WITH ADMINISTRATIVE CLERK FOR ORDER PREPARATION.

3.4.4.7. MAINTAINS WORKDAY RECORD.

3.4.5. ISSUES COMMISSARY CARD:

3.4.5.1. RECEIVES/REVIEWS COMPUTER LISTING FROM CBPO. Maintains file.

3.4.5.2. **ISSUES CARD.** Verifies personal/dependent data, verifies card number against roster information, obtains signature on DD Form 2529, Commissary Privilege Card, and issues card.

3.4.5.3. **ISSUES REPLACEMENT CARD FOR LOST DD FORM 2529.**

3.4.5.4. **DESTROYS CARD CONTAINING INACCURATE DATA AND ISSUES REPLACEMENT CARD.**

3.4.6. **MANAGES SECURITY PROGRAM:**

3.4.6.1. **RECOMMENDS ACTION FOR SPECIAL SECURITY FILE (SSF).** Reviews and evaluates individual's SSF and types letter to the Chief of Security.

3.4.6.2. **PROCESSES AUTOMATED SECURITY CLEARANCE APPROVAL SYSTEM ROSTER.**

3.4.6.3. **PREPARES PERSONNEL SECURITY INVESTIGATION (PSI) DOCUMENT:**

3.4.6.3.1. **PREPARES DD FORM 398, PERSONNEL SECURITY QUESTIONNAIRE, OR DD FORM 398-2, DOD NATIONAL AGENCY QUESTIONNAIRE.**

3.4.6.3.2. **PREPARES AF FORM 2583, REQUEST FOR PERSONNEL SECURITY ACTION.**

3.4.6.3.3. **PREPARES DD FORM 1879, DOD REQUEST FOR PERSONNEL SECURITY INVESTIGATION.**

3.4.6.4. **PROCESSES PSI PACKAGE.** Processes package and forwards to security police; makes correction as required. Maintains tracer and suspense file.

3.4.6.5. **MONITORS SCHOOL ATTENDANCE AND DEPLOYABLE STATUS FOR INDIVIDUAL RESTRICTED BY LACK OF SECURITY CLEARANCE.**

3.4.7. **ADMINISTERS UNIT ORIENTATION PROGRAM.** Schedules and prepares orientation material.

3.4.8. **MANAGES DEPENDENT CARE PROGRAM:**

3.4.8.1. **PERFORMS PROGRAM AUDIT.** Compares automated listing to AF Form 357 on file; detects error; corrects error; and notifies CBPO of change.

3.4.8.2. **PREPARES FOR BRIEFING.** Prepares briefing material for annual Dependent Care Briefing.

3.4.8.3. **PREPARES LETTER TO CARE PROVIDER.** Prepares letter to care provider and files copy of letter.

3.4.9. **MANAGES CONTINGENCY PROGRAM TO ENSURE READINESS OF ASSIGNED PERSONNEL:**

3.4.9.1. **REVIEWS ELIGIBILITY ROSTER.** Reviews roster, analyzes data, determines eligibility, and briefs commander.

3.4.9.2. **INPUTS INFORMATION INTO STATUS OF READINESS AND TRAINING SYSTEM (SORTS).**

3.4.9.3. **MONITORS SORTS ROSTER AGAINST PHYSICAL PROFILE.**

3.4.10. PROCESSES REPORT. Processes report by researching, analyzing, consolidating, preparing, and forwarding report to appropriate agency.

3.4.10.1. PROCESSES REPORT TO THE ADJUTANT GENERAL.

3.4.10.2. PROCESSES REPORT TO HIGHER HEADQUARTERS.

3.4.10.3. PREPARES/PROCESSES UNIT INFORMATION BULLETIN/NEWSLETTER:

3.4.10.3.1. PREPARES/PROCESSES UTA INFORMATION BULLETIN. Gathers information, formats, edits, prints, assembles, and distributes information bulletin in preparation for UTA.

3.4.10.3.2. PREPARES/PROCESSES UNIT NEWSLETTER. Gathers information, formats, edits, prints, assembles, and transports to mailroom or Post Office.

3.4.10.4. PROCESSES CAREER COUNSELING ROSTER.

3.4.10.5. PROCESSES UNIT PERSONNEL MANAGEMENT ROSTER, UNIT MANPOWER DOCUMENT, AND SUPPORT PERSONNEL MANNING DOCUMENT.

3.4.10.6. MONITORS UNIT STRENGTH SUMMARY REPORT.

3.4.10.7. PROCESSES PHYSICAL/DENTAL EXAMINATION ROSTER.

3.4.10.8. PROCESSES IMMUNIZATION ROSTER.

3.4.10.9. PROCESSES LINE BADGE ROSTER.

3.4.10.10. PROCESSES UNIT INFORMATION ROSTER (ALPHA).

3.4.10.11. PROCESSES DEFENSE ELIGIBILITY ENROLLMENT REPORTING SYSTEM ROSTER.

3.4.10.12. PROCESSES OTHER ROSTER.

3.4.11. MANAGES UNIT MORALE AND WELFARE PROGRAM:

3.4.11.1. CONDUCTS UNIT RECOGNITION PROGRAM. Establishes selection criteria; solicits nomination; selects board member; schedules board; notifies nominee; convenes board; reviews recommendation; approves selection; prepares notification; and forwards to selectee.

3.4.11.2. MONITORS UNIT RECREATION PROGRAM. Oversees athletic monitor and ensures adequate sports equipment is available to support the unit program.

3.4.11.3. ESTABLISHES UNIT COUNCIL OR BOARD. Verifies eligibility; coordinates with appropriate personnel; prepares notification of appointment when required; appoints member; monitors output; and takes appropriate follow-up action.

3.4.11.4. MANAGES FAMILY SUPPORT PROGRAM. Plans and prepares agenda for Family Support Program meeting. Arranges facilities, coordinates attendance, and prepares newsletter input.

3.4.12. OPERATES COMPUTER SYSTEM:

3.4.12.1. OPERATES PC III:

3.4.12.1.1. REQUESTS SECURITY CLEARANCE TRACER ACTION.

3.4.12.1.2. UPDATES INDIVIDUAL'S ADDRESS/TELEPHONE DATA.

3.4.12.1.3. REQUESTS/PRINTS ROSTER.

3.4.12.2. OPERATES CAMS:

3.4.12.2.1. INPUTS NEW UNIT PERSONNEL INTO CAMS.

3.4.12.2.2. DELETES SEPARATED PERSONNEL FROM CAMS.

3.4.12.2.3. CHANGES RANK, DUTY POSITION, AIR FORCE SPECIALTY CODE AND/OR SUPERVISOR.

4. MONITORS TRADITIONAL GUARDSMAN PROFICIENCY TRAINING:

4.1. REVIEWS INDIVIDUAL TRAINING RECORD/JOB PROFICIENCY GUIDE AND DETERMINES TRAINING REQUIREMENT.

4.2. ANNOTATES TRAINING RECORD UPON COMPLETION OF TRAINING.

4.3. DEVELOPS/REVIEWS TRAINING PLAN.

INDIRECT:

I1. SUPERVISION:

I1.1. ADMINISTERS PERSONNEL:

I1.1.2. INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member with work center.

I1.1.2.3. INDOCTRINATES CIVILIAN.

I1.1.3. RATES PERFORMANCE:

I1.1.3.1. PREPARES MILITARY EVALUATION. Reviews EPR, senior enlisted performance report, OPR or letter of evaluation notice; researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.

I1.1.3.1.1. PREPARES ENLISTED EVALUATION.

I1.1.3.2. IMPLEMENTS CIVILIAN PERFORMANCE APPRAISAL SYSTEM:

I1.1.3.2.1. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL PERFORMANCE PLAN. Analyzes position, position description, and work center goals; drafts performance plan subtask and standard; discusses proposed performance plan with employee; finalizes performance plan.

I1.1.3.2.2. PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL PERFORMANCE RATING. Researches employee performance, completes performance rating, and discusses performance rating with employee.

I1.1.3.5. PROVIDES PERFORMANCE FEEDBACK:

I1.1.3.5.1. PREPARES FOR PERFORMANCE FEEDBACK SESSION. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet.

I1.1.3.5.2. CONDUCTS PERFORMANCE FEEDBACK SESSION. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation.

I1.1.3.5.3. ATTENDS PERFORMANCE FEEDBACK SESSION. Receives performance feedback and discusses performance expectations with supervisor.

I1.1.4. PREPARES SELECTIVE RETENTION PROGRAM CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes consideration.

I1.1.5. NOMINATES PERSONNEL FOR AWARD:

I1.1.5.1. PREPARES MILITARY AWARD OR DECORATION NOMINATION. Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel, researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.

I1.1.5.1.4. PREPARES ENLISTED DECORATION NOMINATION.

I1.2. SUPERVISES PERSONNEL:

I1.2.1. SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.

I1.2.2. DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:

I1.2.2.1. DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

I1.2.2.2. DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.

I1.2.3. DIRECTS WORK CENTER ACTIVITY:

I1.2.3.1. OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work.

I1.2.3.2. COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.

I1.2.3.3. INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual, and informs work center personnel on change affecting work center activity.

I1.2.3.3.1. INFORMS WORK CENTER PERSONNEL.

I1.2.3.3.2. INFORMS INDIVIDUAL.

I1.2.4. COUNSELS PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.

I1.2.4.2. COUNSELS ENLISTED MEMBER.

I1.2.4.3. COUNSELS CIVILIAN.

I1.3. REVIEWS/PROCESSES INCOMING DISTRIBUTION. Reviews/processes incoming correspondence for information and necessary action and marks for routing.

I1.4. REVIEWS/PROCESSES OUTGOING DISTRIBUTION. Reviews/processes outgoing correspondence for completeness and accuracy and signs.

I1.7. INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention and completes necessary documentation.

I1.7.1. INSPECTS OFFICE FACILITY.

I1.8. RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, assists visitor in accomplishing task, escorts visitor throughout work center, and returns to work area.

I1.9. REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status, and identifies possible trends that require management attention.

I2. ADMINISTRATION:

I2.3. MAINTAINS UNCLASSIFIED CORRESPONDENCE FILE:

I2.3.2. UPDATES FILE. Reviews file for currency, updates file plan, updates file control label, and updates file guide and folder label.

I2.3.3. FILES CORRESPONDENCE. Obtains correspondence from filing tray, marks correspondence, sorts correspondence, and files correspondence.

I2.3.4. REVIEWS FILE FOR DISPOSAL. Separates active file from inactive file, prepares material for transfer to staging area, and stores material for disposal.

I2.3.5. DISPOSES OF DOCUMENTATION. Disposes of material within the work center, and disposes of material outside the work area.

I2.5. MAINTAINS LOG AND REGISTER. Obtains book or form, makes entry, and puts book or form away.

I2.13. ACKNOWLEDGES VISITOR. Greets visitor, answers query, and refers visitor to appropriate person or location.

I2.15. MAINTAINS MICROCOMPUTER SYSTEM. Installs software and hardware, modifies software, deletes outdated file, and backs-up file.

I3. MEETING:

I3.1. PREPARES FOR MEETING. Gathers information, organizes material, prepares chart or slide, and practices presentation.

I3.1.2. PREPARES FOR UNIT MEETING.

I3.2. CONDUCTS OR ATTENDS MEETING. Conducts or attends meeting.

I3.2.2. CONDUCTS OR ATTENDS UNIT MEETING.

I3.2.5. CONDUCTS OR ATTENDS WORK CENTER MEETING.

I4. TRAINING:

I4.4. RECEIVES TRAINING. Prepares for training, receives instruction, performs procedures, and takes test.

I5. SUPPLY:

I5.3. MAINTAINS CUSTODIAN DOCUMENT. Receives listing from supply, posts change to record, and resolves inconsistency.

I6. EQUIPMENT MAINTENANCE:

I6.1. MAINTAINS SHOP EQUIPMENT:

I6.1.2. MAINTAINS TEST EQUIPMENT. Maintains list of equipment requiring Precision Measurement Equipment Laboratory (PMEL) calibration or testing, turns in and picks up equipment from PMEL or PMEL coordinator, prepares letter of justification for peculiar equipment code equipment, performs pre-user inspection, and performs periodic inspection.

I6.1.2.1. MAINTAINS TEST EQUIPMENT (NONAIRCRAFT MAINTENANCE FUNCTIONS).

I7. CLEANUP:

I7.1. PREPARES WORK AREA. Places tool or equipment in proper location at beginning of duty period, and arranges area to conform with any sanitary, safety, or security requirement.

I7.2. PUTS WORK AWAY. Stores tool or equipment in proper location at the end of the duty period, and arranges area to conform with sanitary, safety, or security requirement.

I7.3. CLEANS WORK AREA. Dusts, sweeps, mops, waxes, buffs, washes window, and performs other associated janitorial tasks.

I.7.3.1. CLEANS OFFICE AREA.

STANDARD MANPOWER TABLE

WORK CENTER/FAC	APPLICABILITY MAN-HOUR RANGE
Support Services/1100CC	266.94 - 581.89

AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
Information Management	3A0X1	CIV	1	1	2						
Personnel	3S0X1	CIV	1	1	1						
Education	3S2X1	CIV		1	1						
*Position may be filled with a 3A0X1, Information Management											
TOTAL			2	3	4						

AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT								
TOTAL											

AF FORM 1113, Jun 91 (COMPUTER GENERATED). PREVIOUS EDITION IS OBSOLETE